



## **Lourdes Hill College Schedule Code of Conduct for Volunteers**

Lourdes Hill College values the contribution of all members of the school community in volunteering their time and effort.

To assist Lourdes Hill College in providing a safe environment and a positive educational climate, volunteers are expected to comply with the following guidelines:

### **Put Safety First**

Volunteers should:

- Observe safe work practices which avoid unnecessary risks;
- Only work according to their level of competency;
- Follow reasonable safety instructions given by supervisors;
- Report any safety hazard or hazardous practice they observe; and
- Assist in implementing evacuation procedures if required.

### **Have Respect for Others**

Volunteers should treat students, staff and other members of the school/college community with respect and in particular should:

- Treat everyone with courtesy, sensitivity, tact, consideration and humility;
- Dress appropriately having regard to the nature of the volunteer activity;
- Assist in the creation of an environment free from fear, harassment, racism or exploitation;
- Respect the cultures, beliefs, opinions and decisions of others;
- Take reasonable instruction from staff and not obstruct staff in the execution of their duties; and
- Avoid waste or extravagance and make proper use of the resources of the College.

### **Communication**

Volunteers should use appropriate communication skills when engaging with students, staff and other members of the College community and in particular should:

- Avoid swearing or other use of profanities;
- Use non-discriminatory respectful and non-judgmental language;
- Maintain appropriate levels of confidentiality;
- Be aware of people's personal space;
- Be aware of their own body language; and
- Seek advice where appropriate.

### **Prohibited Conduct**

Whilst volunteering and/or on College property, volunteers must not:

- Smoke or use tobacco products;
- Use, possess, or be under the influence of alcohol;
- Use, possess, or be under the influence of illicit drugs; or
- Utilise their position to take advantage of any young person.